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Library Trustee Minutes 1/12/10

Robbins Library Board of Trustees
Minutes of the Meeting
January 12, 2010

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:20 p.m. Attending were trustees Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Muldoon, with a second by Mr. Murphy, the board approved the minutes of the meeting of December 8, 2009.

Communications

A thank you note was received for the Trustee Holiday lunch for library employees.

Kathryn Gandek-Tighe finished writing her first mystery novel.

The Jewish Community Center of Greater Boston (JCCGB) has requested use of the community room for a class in which they are charging attendees a fee. Ms. Gandek-Tighe presented a motion to allow the use of the room. Mr. Murphy seconded the motion. The motion was approved.

Community Time

No members of the community were present.

Director's Report

Trustees read the November and December Director's Report.

From the November Report, the Sarajevo Haggadah was clarified that it is a book and was found by a patron on the shelves. It is currently in Ms. Loud's office in case the manuscript is found to be of any significant monetary value.

There was a discussion about purse theft at the Robbins.

Reminders of 2 events:

Legislative Breakfast on 2/5/10 at the Concord Free Public Library

Books in Bloom on 2/5/10 with 18 floral arrangements

The long range preservation plan includes details about preservation of various collections in the library. This is a subset of the long range plan.

The Fox library was investigated for mold by the Board of Health; none was found.

Update on FY 2011 Budget Request

Preliminary unofficial budget information about the library includes \$100,000 in budget cuts.

The certification waiver process from the Massachusetts Board of Library Commissioners was discussed.

Circulation statistics were discussed at the previous trustee meeting. Some analysis was done by the administrative department since last meeting. Ms. Loud asked for a clarification on whether Trustees wanted data by hour or by four hour segments and was directed to four hour segments.

MidYear Report of Trust Fund Liaisons

Ms. Muldoon presented the summary of the trust funds spending rates for FY 10 through December 31, 2009. The unrestricted funds are 29% spent fiscal year to date, and the restricted funds are 21% spent year to date.

Mid-Year Report of Russell Fund Expenditures

The Russell Fund Coordinator is expecting to go over the allocated budget amount for labor. The budget can be reallocated so that more monies can be spent toward labor and less on other line items. The Friends of the Library have allocated additional funds for programs but not for labor. As of 12/31/2009, half of the labor has been expended. The Russell Fund budget is currently \$30,000 for FY10 and would be \$33,680 for a full 4% allocation as is permitted under the new town trust fund policy; this would add \$3680 to the current Russell Fund budget for FY10. The trustees are requesting an estimate of the labor needed for the the 2nd half of FY10 before amending the budget.

Mid-Year Evaluation of Trustees and Administrative Goals

Trustees Goals

(1B) Ms. Gandek-Tighe is coordinating a meeting with representatives of the Friends of the Library, Friends of Fox, Library Trustees, and Library staff to create joint calendar among the groups.

(1C) The policies are scheduled for review in February. Ms. Loud will recommend ones that need revision, ones to be revoked, ones that need to be created, and ones to be reviewed. Mr. Murphy recommended that policies be dated for future review so reviews are done on a cyclical basis.

Administrative Goals

Ms. Loud reviewed the progress on meeting the goals. Elder population goal is for FY10 and FY11 and will receive more attention during the 2nd half of the fiscal year. All other goals are well underway or completed.

Response to Town Treasurer

Ms. Fennelly drafted a letter to Stephen Gilligan, Town Treasurer, regarding Trust Funds Investment Market Outlook and Spending Recommendation. Mr. Murphy presented a motion and Ms. Radochia seconded it to send the letter to Stephen Gilligan as edited by the trustees. The motion was approved.

Fundraising

Approximately 580 fundraising letters were sent. Through December 31, 2009, 110 donation were received for a total of \$17,825. There were some difficulties in determining how the donors want their funds allocated when the

payments were made online.

Ms. Gandek-Tighe is still investigating applying for a Comcast grant to help fund the summer reading program.

There will be a fundraising meeting on Wednesday January 20, 2010.

Author Program

There will be a local author program planned for spring. The trustees decided to revisit sponsoring 2 author programs for next fiscal year.

2009 Annual Report

Ms. Loud answered the trustees questions about the updated portions of the 2009 annual report. She mentioned that the volunteer section would be updated to reflect this past year's actual volunteers. Ms. Loud will also update the "looking ahead" section to reflect the state certification or decertification potential in more accurate language. The trustees agreed to send Ms. Loud suggestions as soon as possible keeping in mind the January 15, 2010 deadline.

Friends of the Library Update

The Friends of the Library has purchased tickets from the Arlington Friends of Drama to co-sponsor the play "Proof". Tickets are not selling well for the February 11, 2010 performance.

The Friends of the Library are planning their membership drive for February 2010.

Other

1. Directory Signage

Ms. Loud explained that a new directory is needed for the elevator lobby. The recommended sign is approximately 24" by 36" and costs \$965 for flat lettering or approximately \$1300 for raised lettering. The exact location needs to be determined.

2. Reading Room Lighting (continued below)

Ms. Loud reported that improved lighting is needed in the reading room. The recommended lighting would cost \$7980.28. Ms. Loud asked for volunteers to join a lighting committee to address this issue. Ms. Muldoon and Ms. Radochia volunteered. Lighting over the AVV materials has also been investigated and track lighting would cost approximately \$1360.21.

3. Spengler Memorial Committee

Ms. Radochia attended the committee's last official meeting.

4. Ms. Loud and Ms. Priver took pictures of the trustees for the annual report.

5. Meeting re-located to Library Lobby

The trustees looked at the current lobby signage and signage in the elevator. Ms. Gandek-Tighe presented a motion to allocated \$965 from the Case Fund to pay for the sign with flat lettering described earlier in the meeting. Mr. Murphy seconded the motion. The motioned was approved.

Date of Next Meeting

The next meeting will be February 9, 2010.

Adjournment

The meeting adjourned at 10:05 p.m.

Respectfully submitted,

Susan Priver
Assistant Director